



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

1 August 2025

To: **Members of Morecambe Town Council's Personnel Committee: Cllrs R Dennison (Chairperson), Cllr F Cooper, Cllr L Bradbury, Cllr J Slater, Cllr C Ainscough, Cllr J Goodrich, Cllr J Ainscough, Cllr P Hart, Cllr M Stenneken.**

Dear Councillor,

Dated this first day of August 2025, you are hereby summoned to attend a meeting of Morecambe Town Council's Personnel Committee to be held at 18:30 on the seventh day of August 2025.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Please arrive at 18:00 to review all confidential paperwork, and ensure all paperwork is returned to Proper Officer following the meeting for confidential shredding.

Your sincerely,

Mr Luke Trevaskis
Chief Officer

Agenda

1. **Apologies** - to receive apologies for absence.
2. **Declarations of Interests** - to note declarations of members' interests.
3. **Vice Chairperson** - to duly elect a Vice Chairperson for the Committee.
4. **Minutes** - to consider and approve the minutes of the previous meetings.
5. **Employer Recognition Schemes**

To note the Council approved the signing of the Armed Forces Covenant at its meeting held on 19.6.25.

During discussions, members requested additional work be undertaken to investigate and consider other employer recognition schemes.

Additional schemes include:

- Becoming a 'Living Wage Foundation Employer'
- Becoming a 'Disability Confident Employer'
- Becoming a 'Fostering Friendly Employer'
- Becoming a 'Carer Confident Employer' - https://www.carersuk.org/media/dw3b351y/carers_confident_guidance_low-res.pdf
- 'Investors in People' Employer - <https://www.investorsinpeople.com/>

- Mind's Mental Health at Work Commitment - <https://www.mind.org.uk/news-campaigns/campaigns/mental-health-at-work-commitment/>
- Race at Work Charter - <https://www.bitc.org.uk/race/the-race-at-work-charter/>

Consideration at this meeting to be given to becoming a 'Living Wage Foundation Employer', 'Disability Confident Employer', and 'Fostering Friendly Employer'.

i) Living Wage Foundation Employer

The real Living Wage remains the only UK Wage rate calculated on the real cost of living.

Following its decision in 2023 to ensure all employees received a minimum wage of £15 per hour, Morecambe Town Council fulfils obligations in accord with this scheme.

The accreditation costs £69.00 per annum.

The commitment includes:

1. Pay the real Living Wage to all directly employed staff.
2. Have a plan in place to pay all contractors a Living Wage.

Further details can be found at <https://www.livingwage.org.uk/>

Recommendation: consider for approval.

ii) Disability Confident Employer

Being a Disability Confident Employer means creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain, and develop disabled people. The Disability Confident scheme is designed as a continuous learning journey, encouraging employers to evolve and improve with every step. It's not about achieving a static level of the scheme; it's about embracing a mindset of growth and adaptation.

To qualify for Level 1, we would need to commit to:

1. Increasing our knowledge of disability employment - continuously improving and recording our progress.
2. Apply the five scheme commitments: inclusive and accessible recruitment processes, communication of vacancies, interview disabled people, anticipate and provide reasonable adjustments, support any existing disabled employees.

<https://www.gov.uk/government/publications/disability-confident-guidance-for-levels-1-2-and-3/level-1-disability-confident-committed#the-disability-confident-commitments>

3. Agree to undertake at least one activity that will make a difference to employment of disabled people (work experience, work trial, temporary or permanent employment, apprenticeships, job shadowing, student placements, internships).
4. Bring together a small group to inform and support progression through the scheme.
5. Keep membership record up to date.
6. Ensure senior leaders are committed to Disability Confident.
7. Encourage open employee discussions so that disabled people feel empowered to ask for support from you to put in place timely workplace adjustments.
8. Consider implementing systems to review and collect data on your organisation's workplace adjustments procedure, and make sure employees can give feedback on it to inform continue improvements to the support that it offers.
9. Identify a Disability Confident Champion (currently Cllr Claire Cozler).
10. Adhere to scheme branding guidelines.

Further details can be found at <https://www.gov.uk/government/publications/disability-confident-promotional-material/disability-confident-welcome-guide-for-new-members>

The accreditation has no cost.

Recommendation: consider for approval.

iii) Foster Friendly Employer

Being a Foster Friendly Employer means recognising and valuing the contribution that Foster Carers make to society and especially the lives of children in care, acknowledging that some flexibility may be required in their working arrangements in order to meet the needs of their fostered child.

Recommendation: to consider approving for a draft policy to be developed in line with Lancashire County Council's 'Fostering Friendly' scheme.

6. Exclusion of the Press and Public

The Committee is recommended to pass the following recommendation in relation to the following items:

"That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceeding."

7. Staffing Matter FY2425 - 001 - Data Protection Breach by Lancaster City Councillor

To consider the Staffing Matter and agree actions.

8. Staffing Matter FY2425 - 002 - Data Protection Breach by Morecambe Town Councillor

To consider the Staffing Matter and agree actions.

9. Staffing Matter FY2425 - 003 - Legal Support re Employment Status

To consider the Staffing Matter and agree actions.

10. Staffing Matter FY2425 - 004 - Probation Updates

To consider the Staffing Matter and agree actions.